

Recreation Community Services  
645 Wool Creek Drive Ste. 97  
San Jose, CA 95112  
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## NEW COMMISSIONER ORIENTATION

### A G E N D A

**Date: August 4, 2011**

Time: 10:00am – 12:00pm

**City Hall (Tower Room T-133),  
200 E. Santa Clara Street, San Jose, CA 95112**

#### COMMISSIONERS

Martha O'Connell, Chairperson  
Richard McCoy, Vice Chairperson

#### New Commissioners

Lynda Kelaita

Vince Tarpey

Margaret Young

#### Returning Commissioners

Milton Cadena

Bob Gill

Patrick Hall

Marie Hayter

Roger Lasson

Rene Lovato

Joyce Rabourn

Larry Saltman

Chaitanya Vaidya

Nancy Williamson

#### Commissioners Emeritus (active)

Ron Schwartz

Marilou Cristina

Dr. Nancy Hikoyeda

Richard (Dick) Kohl

Doreen Morgan

Don Blankenship

Connie Langford

#### Staff

Linda Brewka

Tracey Gott

#### PURPOSE AND OUTCOMES:

- To welcome new and returning Commissioners and provide background information on membership on the San Jose Senior Citizens Commission.
- To help new Commissioners learn about responsibilities and requirements of public service, as well as its benefits.

**1. WELCOME, INTRODUCTIONS & A FEW QUICK TIPS**

**O'Connell**

**2. SENIOR COMMISSION OVERVIEW**

**Staff**

**A. History**

**B. Role of the Senior Commission: Senior Advocates**

1. Role as defined by City Municipal Code
2. Goal and Objectives

**C. Process: How The Commission's Work Can Be Carried Out**

1. Review Issues Affecting Seniors in San Jose
2. Make Recommendations to City Council
3. Restricted Advocacy Beyond City Council

**D. Commission Committees**

**O'Connell/Hayter/Vaidya**

• **Standing Committees**

1. Housing and Human Services Committee (Hayter)
2. Health and Safety Committee (Vaidya)

• **Temporary Committees**

1. Nominations Committee
2. By-laws Committee
3. Ad Hoc Committees

**3. BENEFITS OF COMMISSION MEMBERSHIP**

**O'Connell/McCoy**

- A. Serve as Public Official for the City of San José
  - Direct Access to City Council
  - Advocacy Opportunity
- B. Senior Commissioner Handbook
- C. Badge & Business Cards

**4. RULES AND REGULATIONS**

**Staff**

- A. City Policies for Board and Commission Members
- B. By-laws: Internal Rules and Regulations
- C. Brown Act/Sunshine

**4. RULES AND REGULATIONS Continued**

**Staff**

D. Requirements to Remember

- Oath of Office
- Observe all Laws and Regulations for City Officials
- Code of Ethics
- Gift Ordinance
- Conflict of Interest
- Sexual Harassment/Discrimination Policy

E. Commissioner Attendance at monthly meetings

- Commission Meetings/Committees Meetings
- Only Two Unexcused Absences Allowed
- Definition of Excused and Unexcused Absences
- Must Report Absences to Secretary

**5. RELATIONSHIPS –**

**O’Connell/McCoy**

A. With City Council, with Council Liaison

B. With PRNS Department, Office on Aging staff, Senior Centers & Advisory Councils

C. With other City Departments

D. With other Organizations

E. Other City Commissions/Boards

**6. DEPARTMENT OF PARKS, RECREATION  
AND NEIGHBORHOOD SERVICES (PRNS)**

**Staff**

A. Organization of PRNS

B. Citywide Aging Programs

C. Senior Center/Senior Programs

D. Aging Services Collaborative / Strategic Plan

**7. COMMENTS AND QUESTIONS**

**All**

**8. ADJOURNMENT**

**All**